

STATE OF HAWAII  
NOTICE OF AND REQUEST FOR EXEMPTION  
FROM CHAPTER 103F, HRS

'14 APR -9 AM 10:20

To: Chief Procurement Officer

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

From: Department of Human Services/Social Services Division/Purchase of Service-  
Grant Management Unit  
*Department/Division/Branch or Office*

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

1. Title and description of health and human service(s): On-Call Shelter Services statewide: 24-hour emergency shelters that provide safe, temporary shelter and support services to children ages 0-18 years.	
2. Provider Name and Address:	Various (see attached).
3. Total Contract Funds: Contract Funds per Year (if applicable):	\$1,385,656
4. Reference number of Previous Request for this Service (if applicable):	PEH No. 10-37
5. Term of Contract:	Start: 7/1/14 End: 12/31/14

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6. Describe how procurement by competitive means is either not practicable or not advantageous to the State:  
These services were procured under an exemption (PEH No. 10-37) which is slated to end on 6/30/14. This request is to extend the end of that term for six more months (7/1/14 - 12/31/14). The DHS will be posting its initial RFI and holding RFI Meeting #1 in 4/14 but needs more time to fully complete the competitive procurement process, specifically to work on the service specifications as there will be significant changes from the current specifications, such as possibly changing the payment method and schedule and decreasing the amount of shelters on Oahu. Various administrative and community input will be considered for possible incorporation into the RFP along with the proposed changes and a second RFI meeting will also be held. This will require more planning time than the current time-frame allows. The procurement method for this service changed from All-Comers to Competitive to enable the DHS to potentially attract additional qualified providers via a more detailed RFP to service this population for at least the next four years.

The projected general timeline for the continued procurement process is:

3/14: Complete Draft Section 2  
4/14: Post RFI and hold RFI Meeting #1  
5/14: Finalize Section 2; post Section 2 & hold RFI Meeting #2  
6/14 - 7/14: Complete RFP documents & post RFP; hold RFP Meeting  
9/14: RFP proposals due  
9/14 - 10/14: Complete evaluation process; award contracts  
11/14 - 12/14: Complete contract documents, send to providers for signature, obtain approvals  
1/1/15: New On-call shelter contracts start date

7. Describe the reason for the selection of the provider including a description of how the procedure ensured the maximum fair and open competition practicable:  
All of the current service providers will be retained as such during the exemption extension period via Supplemental Contracts until the completion of the procurement including the award and execution of the new contracts. Competitive procurement will help ensure that future services will be provided appropriately to this population both service-wise and financially.

8. Describe the state agency's internal controls and approval requirements for the exempted procurement:  
The DHS/POS-GMU has direct responsibility for the contracts that provide this service. Providers must comply with Federal, State, and DHS statutes, rules, and procedures.

9. List the state agency personnel, by position title, who will be involved in the approval process and administration of the contract:  
Kenwyn Kaahaaina, POS-GMU Program Specialist

- |  |                           |
|--|---------------------------|
| 10. Direct questions to (name & position): | Kenwyn Kaahaaina          |
| Phone number:                              | 808-586-5706              |
| e-mail address:                            | kkaahaaina@dhs.hawaii.gov |

**I certify that the information provided above is to the best of my knowledge true and correct.**

  
\_\_\_\_\_  
Department Head Signature

4/2/14  
\_\_\_\_\_  
Date

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\_\_\_\_\_  
*Typed Name*

**NOTICE**

The chief procurement officer is considering this request for exemption and, if there is good cause, the state intends to exempt the purchase as described in the request. Any inquiries regarding the purchase shall be directed to the contact person noted in item 10 of the request. Any concerns regarding the exemption shall be in writing and received by the chief procurement officer within seven days of the date the notice was first posted. Concerns shall be mailed to: \_\_\_\_\_ Chief Procurement Officer, State Procurement Office, 1151 Punchbowl St., #230A, Honolulu, HI 96813.

**FOR CHIEF PROCUREMENT OFFICER USE ONLY**

Chief Procurement Officer's Comments:

This approval is for the procurement process only. Service providers are required to be compliant with applicable laws, and verified on the Hawaii Compliance Express, if applicable. This award is required to be posted on the Awards Reporting System. If there are any questions, please contact Corinne Higa at 587-4706, or corinne.y.higa@hawaii.gov.

☒ **APPROVED**    ☐ **DISAPPROVED**    ☐ **NO ACTION**

\_\_\_\_\_  
*Chief Procurement Officer Signature*

\_\_\_\_\_  
*5/8/14*  
*Date*

Please ensure adherence to applicable administrative requirements.

Attachment to  
SSD Request for Exemption for On-Call Shelters  
Contract Provider Listing  
3/2014

Providers & Contract #s:	Central Oahu Youth Services Association DHS-11-POS-363	Area:	Oahu
	Aloha Care Center DHS-11-POS-364		Oahu
	Hale Kipa DHS-11-POS-365		Oahu
	Hale Opio Kauai DHS-11-POS-366		Kauai
	Maui Youth and Family Services DHS-11-POS-367		Maui
	Salvation Army DHS-11-POS-368		East & West Hi